



TOWN OF MARION  
DEPARTMENT OF PUBLIC WORKS  
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**DEPARTMENT OF PUBLIC WORKS**  
**PW6 – HIGHWAY FOREMAN**

**Definition:**

The purpose of this position is to provide skilled manual labor, operation of equipment and supervision of work crews on Highway Division projects/tasks/work orders and other related work as required.

**Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring good judgement in organizing and directing crews, overseeing assigned projects and the careful and proper operation of equipment.

*Supervision Received:* Works under the direct supervision of the DPW Director and the Highway and Parks Supervisor.

*Supervision Given:* Provides direct in-field supervision of all Highway Division employees as well as seasonal employees and hired contractors. Provides instructions to work crews as well as training new employees in proper work procedures.

**Job Environment:**

Work is generally performed outdoors under variable weather conditions and near possible hazards associated with construction sites and roadway work.

Highway Foreman is an on-call position after regular working hours and is subject to call back due to emergencies or any work that needs immediate attention, both scheduled and unscheduled.

This position makes frequent contact with town officials and the general public.

**Essential Functions:**

Foreman must have the knowledge to operate a variety of light, heavy and special motor equipment including loaders, backhoes, dump trucks, sanders, street sweepers and plow trucks. Also operates a variety of hand and power tools including jackhammers.

Acts as a leader and supervisor for crews engaged in all Highway Division projects/tasks/work orders including work performed by independent contractors. Expected to assist with labor necessary to complete projects/tasks/work orders. Examples include the following:

Construction and repair of streets/roads and sidewalks including the repair and/or installation of curbing, guardrails, street signs, manholes, catch basins and drainage systems

Grading streets/roads

Filling potholes

Snow removal, plowing and/or sanding of streets/roads

Supervises and assists with mowing and property maintenance including trimming, pruning and brush cutting.

Supervise and/or perform maintenance, repair, and inspection activities related to the stormwater system and the MS4 program.

Oversees all cemetery property maintenance, burials and foundation work.

Responds to inclement weather events such as winter storms, tropical storms and hurricanes.

Operates heavy and light equipment, trucks and equipment necessary to complete assigned projects.

Arranges for supplies and equipment needed for projects/tasks. Ensures proper use and operation of said equipment and vehicles.

Reports any damaged or non-functioning equipment and vehicles and ensures that necessary servicing and repairs are done correctly.

Assists with assigning Highway Division work assignments. Calls for any required or needed police details.

Regular attendance and punctuality at the workplace is required.

*The above functions are intended to describe various types of work that may be performed by employees assigned the classification of DPW Highway Foreman. The omission of specific functions does not exclude them from the position if the work is similar, related or a logical assignment for this position.*

**Recommended Minimum Qualifications:**

*Education, Training and Experience:* High school diploma or equivalent, five years of experience in public works construction and maintenance including heavy motor equipment operation and field supervision; or any equivalent combination of education and experience.

*Special Requirements:* Massachusetts Class A Commercial Driver's License, Massachusetts Class C Hoisting Engineers License, OSHA Certification

*Knowledge:* Thorough knowledge of Highway Division operations along with considerable knowledge of materials, methods and techniques relative to road construction and maintenance. Knowledge of tools, equipment and procedures used in motor equipment repair and maintenance. Working knowledge of the hazards and safety precautions involved in this field of work. Working knowledge of Microsoft Office.

*Ability:* Ability to establish and maintain effective working relationships with the public and communicate effectively with superiors and subordinates. Ability to understand/follow instructions and complete forms and necessary paperwork accurately and legibly. Ability to use tact and diplomacy in dealing with the general public and town employees. Ability to perform physical demands including, but not limited to, heavy lifting, long periods of standing and/or walking, climbing and working outdoors in all weather conditions. Ability to operate, and supervise use of, light, heavy and special motor equipment. Ability to make minor repairs and adjustments to all equipment operated. Ability to organize, supervise and assist with public works projects from detailed instructions, proper amounts of needed various materials, tools and equipment.

*Skill:* Must possess skill in operating light, heavy and special motor equipment as well as hand and power tools. Skill in reading and interpreting plans, blueprints, and schematics.

**Notes:**

This is a 40+ hour per week union position. Regular working hours are 7:00 AM – 3:30 PM weekdays. Employee may be called-out after regular working hours on weekends and holidays to perform urgent duties or scheduled work related to the Department of Public Works responsibilities.

This position must comply with random drug and alcohol screening as required by the Department of Transportation.